

# Memorandum

MIAMI-DADE  
COUNTY

**Date:** November 1, 2016

**To:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

Agenda Item No. 8(F)(7)

**Subject:** Request for Additional Time and Expenditure Authority to Prequalification Pool No. 4703-5/16-5, Signs, Road and Traffic Related Materials

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve an extension of *Prequalification Pool No. 4703-5/16-5, Signs, Road, and Traffic Related Materials*, for five (5) additional years and increase expenditure authority by \$331,000. This pool was established under delegated authority for a five-year term with five (5), one-year options to renew for County departments to purchase various traffic related materials as needed. There are departments not included in this pool that access a separate contract better meeting their operational needs for signs and traffic related materials. The pool is currently in its final option to renew term, which was approved by the Board in December 2013 through Resolution No. R-1046-13. All traffic signs purchased under this pool shall comply with applicable U.S. Department of Transportation and Florida Department of Transportation regulations.

The requirements, terms and conditions of the pool would not change if a replacement solicitation were to be issued. It is anticipated that the same vendors would prequalify for the replacement solicitation. Additional qualified vendors may be added to the pool at any time during the term of the pool, subject to bi-annual ratification by the Board. This prequalification pool will remain advertised on the County's Internal Services Department webpage to encourage additional participation. Outreach to registered vendors was conducted to increase the number of prequalified vendors, resulting in three (3) additional vendors being added. It is in the County's best interest to modify the existing pool for an additional five-year period so County departments are able to continue purchasing signs, road and traffic related materials to support their operations.

## Scope

The impact of this item is countywide in nature.

## Fiscal Impact/Funding Source

This pool is in its final option to renew term, which expires on January 31, 2017, and has an existing allocation of \$109,000. The requested additional allocation of \$331,000 is based on anticipated usage during the five-year extension period. If this extension is approved, the pool's modified value will be \$440,000.

Department	Existing Allocation for the Current Option to Renew Term	Additional Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Fire Rescue	\$14,000	\$68,000	\$82,000	Fire District	Marianela Betancourt
Parks, Recreation and Open Spaces	30,000	63,000	93,000	General Fund	Lluís Gorgoy
Police	10,000	50,000	60,000	General Fund	Laura Romano
Public Housing and Community Development	40,000	100,000	140,000	Federal Funds	Barry Cowvins

PortMiami	15,000	50,000	65,000	Proprietary Funds	Gyselle Pino
<b>Total</b>	<b>\$109,000</b>	<b>\$331,000</b>	<b>\$440,000</b>		

### **Track Record/Monitor**

Mary Hammett of the Internal Services Department is the Procurement Contracting Officer.

### **Delegated Authority**

The County Mayor or County Mayor's designee will have the authority to exercise all provisions of any resultant contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. The County Mayor or the County Mayor's designee may add qualified vendors to the pool at any time during the term of the pool, subject to bi-annual ratification by the Board. The County Mayor or County Mayor's designee will also have the authority to solicit pricing and award contracts up to an aggregate contract amount of the allocation authorized by the Board.

### **Prequalified Vendors**

<b>Vendor</b>	<b>Principal Address</b>	<b>Local Address</b>	<b>Principal</b>
Annat Inc. dba Municipal Supply & Sign Company	1095 5 Avenue North Naples, FL	None	Leonard Ciarrocchi
Allied Tube & Conduit Corporation	16100 S Lathrop Avenue Harvey, IL	None	Michael Schulte
Custom Products Corporation	1120 Flowood Drive Flowood, MS	None	Dennis Henry Perkins, Sr.
McCain Sales of Florida, Inc.	3001 Orange Avenue Fort Pierce, FL	None	Bret R. McCain
Ri-Del MFG, Inc.	1754 W Walnut Street Chicago, IL	None	Stephen Hrajnoha
Rocal Florida, Inc.	3186 County Road 550 Frankfort, OH	None	Robert D. Lightle
Walter Haas Graphics, Inc.	123 West 23 Street Hialeah, FL	Same	Patrick Haas
W.S. Sign Design Corporation	1434 Memorial Drive West Springfield, MA	None	Ronald E. Whitaker

### **Due Diligence**

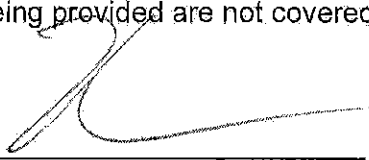
Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There are no adverse findings relating to contractor responsibility.

### **Applicable Ordinances and Contract Measures**

- The User Access Program provision applies and the two (2) percent fee will be collected on all purchases where permitted by the funding source.
- The Small Business Enterprise Bid Preference will be applied in accordance with the Ordinance at the time of spot market competition where permitted by the funding source.
- Local Preference will be applied in accordance with the Ordinance at the time of spot market competition where permitted by the funding source.

Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners  
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- The services being provided are not covered under the Living Wage Ordinance.



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Russell Benford  
Deputy Mayor



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**DATE:** November 1, 2016

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(7)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(F)(7)  
11-1-16

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ADDITIONAL TIME OF FIVE YEARS AND EXPENDITURE AUTHORITY IN A TOTAL AMOUNT UP TO \$331,000.00 FOR PREQUALIFICATION POOL NO. 4703-5/16-5 FOR PURCHASE OF SIGNS, ROAD AND TRAFFIC RELATED MATERIALS FOR COUNTY DEPARTMENTS; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

**WHEREAS**, this Board desires to accomplish the purpose outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes additional time of five years and expenditure authority in a total amount up to \$331,000.00 for prequalification pool 4703-5/16-5 for the purchase of signs, road and traffic related materials for County Departments and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and (c) add vendors to the pool at any time, during the term of the pool, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and the contracts once awarded are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 1<sup>st</sup> day of November, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Oren Rosenthal